

ADMINISTRATIVE - INTERNAL USE ONLY

ORD-1314-79

30 August 1979

MEMORANDUM FOR: ORD Career Service Panel
THROUGH : ORD Special Panel
SUBJECT : Recommendation for Promotion -
[redacted]
GS-05 to GS-06

STAT

1. It is recommended that [redacted] be promoted from a GS-05 to a GS-06.

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2. [redacted] is a clerk-stenographer serving in an approved GS-06 clerk-stenographer position for which she is fully qualified. [redacted] is a former Agency employee, having served in a variety of assignments including overseas duty. She reentered on duty with the Agency on 9 January 1979.

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3. [redacted] has steadily increased her ability to handle the tasks assigned to her in her present position. She has proven to me time and time again that her confidence and versatility is such that I can look to her with assurance of a professional performance.

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4. During the recent critical period in which ORD was confronted with attaining the commitment of 80% of the procurement budget prior to 31 July, [redacted] initiative, judgment and productivity played an essential role in the success of this Office in meeting its deadline.

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5. Additionally, she is a highly competent typist and evidences a thorough knowledge of procedures. She is Agency qualified in shorthand and takes dictation in her present position. The above skills play an important part in establishing her as a most valuable personnel asset in the operation of this Office.

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[REDACTED]
GS-05 to GS-06

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6. I strongly recommend that formal recognition of the above traits and performance be made of [REDACTED] in the form of a promotion.

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SIGNED

[REDACTED]
Chief, Contracts Staff, OAS
DDS&T

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APPROVAL FOR ORD CAREER SERVICE PANEL:

[REDACTED]
P/ORD

6 SEP 1979

Date

STAT

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CS/ORD/DD/S&T [REDACTED] (30 August 1979)

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